



April 15, 2021

MANOR ALTERATIONS NEWS

Please read all three sections of the news bulletin
(Contractors, Realtors and Members).
Each section contains helpful information that
may apply to your area of expertise.

Contractors

COLI Changes

Laguna Woods has adjusted their insurance requirements. Please review our [completed sample form](#) to confirm insurance requirements for working within Laguna Wood Village.

Contractor Rules & Regulations

While working in Laguna Woods Village, all contractors must follow the written rules and regulations, including policies regarding temporary containers, work hours, abatement and alteration standards.

Any deviation from the approved alteration submitted, violation of policy or initiation of an alteration/demolition before receiving an approved permit will result in fines and a potential ban from the community.

Stop Unauthorized Work Violations!

1. First violation of unauthorized work by a contractor: Written warning
2. Second violation of unauthorized work by a contractor: 30-day suspension
3. Third violation of unauthorized work by a contractor: 90-day suspension
4. Fourth violation of unauthorized work by a contractor: Indefinite suspension pending board approval to reinstate permission to work within Laguna Woods Village

If you have questions about rules and regulations, Manor Alterations can provide documentation regarding these parameters.

Realtors

The vast majority of alterations fall under a standard umbrella of options. These include replacing windows, installing a storage cabinet, updating kitchen cabinets, etc. Standards are listed on the Laguna Woods website for reference, or click the links below.

- [Third architectural standards](#)
- [United architectural standards](#)

Owners who wish to make alterations that do not fall under these typical standards may require a variance. Manor Alterations can assist members in understanding whether their proposed alteration may qualify. As of April 9, 2021, there is a temporary six-month moratorium on United variances.

Follow these specific steps to submit a variance:

1. Complete a variance request form.
2. Provide a scope of work, including marked as-built plans, photos and specs of any proposed alterations.
3. Complete and submit both a mutual consent and demolition application.
4. Completed submissions will be reviewed by Manor Alterations.
5. Manor Alterations will perform an internal review, including site inspections, neighbor awareness notices and conditions of approval, and provide a report to the mutual's Architectural Control & Standards Committee for review.
6. The committee will review the report, neighbor comments and comments made by the member submitting the variance.
7. If the committee approves the variance, it will be submitted to the board for final approval.
8. If approved, the member will be able to complete the alteration and close out the mutual consent.

9.

Members

Finding a good contractor can be difficult. Visit Manor Alterations at lagunawoodsvillage.com for a list of approved contractors or [click here](#).

Additional Resources

- [Click here](#) to verify a contractor's license
- [Click here](#) for tips and tricks for hiring a contractor within a senior living community
- [Click here](#) for access to guides and articles from the Contractor State License Board

Below are a few important points to consider before entering into a contract with a licensed contractor. The following are suggestions only; members uncomfortable in the contractor selection process are advised to seek other professional advice.

- Confirm the contractor holds mutual-required insurance
- Review in detail the contract and scope of work. Ask for clarification if necessary.
- Ensure the contract contains specific dates of commencement of work and completion.
- Ensure the contract amount relates exactly to the scope of work or services to be performed.
- List those items the contractor is excluding from the work, such as material purchases.
- Confirm the contractor will obtain the proper permit with the HOA and the city as required to fulfill the entire contract scope of work.

- Ask for references for previous work done in the Village and locally. Be sure to call the references and ask questions.

Permit Status Log

Please [click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions.

Contact Us

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or alterations@vmsinc.org with questions.